

HARFORD COUNTY LIQUOR CONTROL BOARD

IMPORTANT RENEWAL INFORMATION

1. Renewal Applications must be submitted on **ORIGINAL FORMS** supplied by this office. Photocopies / faxed copies / scanned copies will not be accepted. Applications not submitted on original forms will be returned. **LATE FEES WILL BE ASSESSED, IF APPLICABLE.**
2. **APPLICATION MUST BE COMPLETE!** All QUESTIONS must be answered; signed by ALL NAMED APPLICANTS; NOTARIZED; and signed by the OWNER OF THE PROPERTY. **NOTARY SECTION MUST BE COMPLETED PROPERLY, INCLUDING NAMES OF PERSONS APPEARING BEFORE THE NOTARY.** If property is owned by a Club, Corporation, etc., an officer for the organization must sign and print the name of organization for whom you are signing. **INCOMPLETE APPLICATIONS WILL BE RETURNED. LATE FEES WILL BE ASSESSED, IF APPLICABLE.**
3. **NOTARY SERVICES WILL NOT BE AVAILABLE AT THE BOARD OFFICE.**
4. Return Application by **MARCH 15, 2011**, with a check in the amount of **\$45.00** for Processing. **IF YOU CHOOSE TO PAY FOR YOUR LICENSE AT THIS TIME, YOU MUST SUBMIT A SEPARATE CHECK FOR THE LICENSE FEE. CHECKS CANNOT BE POSTDATED AND WILL BE CASHED UPON RECEIPT.** Licenses paid for in advance will be mailed to the licensed premises prior to April 30, 2011.

FILING DATES – FEES – ETC.

Renewals filed February 1, 2011 – March 15, 2011	\$45.00
Renewals filed March 16, 2011 – March 25, 2011	\$200.00
Renewals filed March 26 , 2011 – April 30, 2011 After April 1 st - may be considered by the Board for up to 30 days prior to Issuance.	\$200.00 plus \$50.00 per day \$1,000.00 max
Renewals filed After May 1, 2011	\$1,000.00 Hearing before the Board Required
Replacement Renewal Packet	\$5.00
New / Transfer / Upgrade Applications	Must be filed by March 1, 2011 to be issued May 1, 2011
Tax Clearances State –Comptroller's Office Harford County – Revenue Collections	Must be Received by April 30, 2011, regardless if your Renewal Fee & License Fee is paid. License <u>will not</u> be released without approval from tax agencies. <u>You must have a valid license to make sales.</u>

YOU WILL NOT BE CALLED OR REMINDED

5. **IF THERE ARE ANY CHANGES TO YOUR LICENSE** (i.e., Change of Officers, etc.), please contact the Board Office for the additional necessary forms **before March 15, 2011.**
6. **ATTENTION ALL LICENSEES:** Any Corporation or L.L.C. found to be without a valid Certificate of Good Standing must provide proof of same prior to License pick up. To check the Status of your Corporation/L.L.C., please call 410.767.1330., or go online at www.dat.state.md.us. Also, Licensees found to be without a valid Worker's Compensation Certificate on file must provide a valid certificate of insurance prior to license pick up.

YOUR LICENSE WILL BE READY AS OF APRIL 25, 2011

Licenses may be picked up at our Office between **8:30 a.m. and 4:30 p.m.,**
Monday, APRIL 25, 2011, through Friday, **APRIL 29, 2011.**
Payment of Licensee Fee is required to pick up your license.

PLEASE NOTE: THE BOARD OFFICE IS CLOSED SATURDAY, APRIL 30, 2011, & SUNDAY, MAY 1, 2011.

LICENSES MUST BE PAID FOR & PICKED UP FROM THE BOARD OFFICE TO BE CONSIDERED VALID.
YOU MUST HAVE A VALID LICENSE TO MAKE SALES.

THIS IS THE ONLY NOTIFICATION YOU WILL RECEIVE!

DON'T DELAY – RENEW TODAY!

www.harfordcountymd.gov/lcb